



SOLICITATION AMENDMENT

ARIZONA STATE RETIREMENT SYSTEM
3300 N. CENTRAL AVENUE
13TH FLOOR
P.O. BOX 33910
PHOENIX, AZ 85067-3910

Solicitation No. **RT10-018** Amendment No. **Two (2)** Page 1 of 3

Solicitation Due Date: ~~May 17, 2010, by 3:00 PM, MST~~

Amended Due Date: May 20, 2010, by 3:00PM, MST

Procurement Specialist:

Robert G. Wittsell, CPPO

VENDOR IS REQUIRED TO SIGN AND RETURN THIS AMENDMENT BY THE SOLICITATION DUE DATE AND TIME.

The Solicitation referenced above is hereby amended as follows:

Solicitation Amendment 2 changes are indicated in **Blue font** within the RFP posted to the ASRS website <https://www.azasrs.gov/web/Procurement.do>, and are indicated below:

A. PRINTING AND MAILING SCOPE OF WORK AND SPECIFICATIONS, Page 6 of 51, 3rd paragraph, item 2 now reads:

2. Variable data file. ~~This~~ **The PDF files** will only contain the variable data ~~to be printed on both sides of~~ **used in the statements.**; ~~This~~ **this** will provide the ability to have the duplex **static statement** backer produced (**see 1 above**) and used in the printer as the base paper to print the variable data on to. ~~For example, if 400,000 are to be printed, then the file containing the variable data will have 400,000 records for front and 400,000 records for the back of the statement, totaling 800,000 separate PDF records.~~ **For example, the static statement backer to be pre-printed, then the data PDF to be printed on top of the static statement backer. When the data files are generated, they are laid out in such a way to match the static statement backer like an over-lay. There are not separate PDF files. PDF data file contains any number of statements. Each statement consists of 2 pages. Page 1 is one side of the 11X17 statement and in booklet form, and contains pages 4 on the left and page one on the right. Page 2 is the other side of the statement and consist of pages 2 and 3, left to right. For example, if one PDF data file contains 1000 statements, then the result would be that there are 2000, 11x17 pages to be printed on top of the pre-printed statement backer form, and printed as duplex so that the finished statement when folded, is a booklet form as specified elsewhere in this solicitation.**

B. PRINTING AND MAILING SCOPE OF WORK AND SPECIFICATIONS, Page 6 of 51, adds:

The tentative schedule for the printing and mailing to be conducted in 2010 is approximated below:

- **ASRS provides final member statement templates and sample data to contractor on 7/5.**
- **ASRS sends final actual PDF to contractor on 8/25.**
- **Contractor to provide print samples on 8/30.**
- **ASRS to approve print samples from contractor by 9/6.**
- **Statements must be printed by 9/15.**
- **Statements must be mailed by 9/21.**

C. PRINTING AND MAILING SCOPE OF WORK AND SPECIFICATIONS, Page 8 of 51, now reads:

OPTIONAL-INCLUDED IN PRINTING AND MAILING SERVICE

ENVELOPE GENERAL REQUIREMENTS

425,000 custom envelopes to be provided by Contractor for mailing of statements. Offeror ~~shall~~ **has the opportunity to provide pricing for envelopes as part of the offer, or pricing for envelopes only, may be provided on a separate line item and can be awarded to a separate contractor. If awarded to a separate contractor, it** **Printing and Mailing services for both the member statement and envelopes to be provided by one contractor. Contractor may subcontract out any portion of the required services.**

It is the responsibility of the envelope provider to cooperate with the **mailing** contractor to ensure the envelopes meet the requirements for the mailer to properly insert the member statement and seal the envelope. The flap location could be required either on the bottom or the top, and the paper must meet quality requirements of the mailer's equipment.

~~Contractor producing the envelopes will ship 420,000 envelopes at envelope contractor's expense to the contractor awarded the mailing portion of this solicitation, to arrive in time for mailing contractor to meet timeline requirements. Delivery and storage of envelopes is not a billable expense to the ASRS. Contractor producing the envelopes will ship 5,000 envelopes at contractor's expense to ASRS at 3300 N Central Ave, Phoenix, AZ 85012 for ASRS to mail select group of statements internally, with receipt no later than August 16th. Contractor awarded the mailing portion of this solicitation is responsible for either storing the unused balance of the 420,000 remaining envelopes until the end of the contract, or for delivering to the ASRS, at the discretion of the ASRS and at no expense to ASRS. Contractor awarded the mailing portion of this solicitation is responsible for confirming all envelopes were received and meet the specifications provided by the ASRS, and are to shall sign and forward all documentation to the ASRS proving delivery so that payment can be made.~~

D. PRICING SCHEDULE, page 10 of 51 is amended in alignment with the revised Scope of Work requirements:

PRICING SCHEDULE

Line Item	Description	Quantity	U/M	Unit Price per thousand of statements printed only
X	Printing and Mailing Services for 400,000 statements.	400	MX	\$
X	A. Printing and Mailing Services for 400,000 statements.	A. 400	MX	A. \$ [Price]
1.	B. INCLUDES 425,000 envelopes. Service includes printing, mailing AND the envelopes	B. 425	MX	B. \$ [Price]
X	425,000 printed envelopes ONLY. (No printing or mailing of statements included.)	425	MX	\$
2.	Tax Rate Charged			[Percentage] %

3.	Other (Pricing for any deviation to services or products specified in this solicitation.) [Describe here]			[Price]
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E. SPECIAL INSTRUCTIONS TO OFFERORS, page 19 of 51, Section 17, Postage Costs

Postage costs are a considerable expense for mailing the ASRS Member Benefit Statements. To keep postage costs at a minimum while meeting the requirements of the contract it is crucial that the Mailer fold statements, insert into envelopes, sort, bundle, bar code, affix postage, and deliver to the post office for mailing using the best method to ensure the lowest postage rates and maximum postage discounts are achieved. **Drop shipping may be required in order to achieve lowest postage cost, and is not a separate billable expense to the ASRS.** Based on previous experience, the ASRS expects that approximately 88% of the statements will be mailed with a 5 digit presort. See Scope of Work for additional information and Exhibit D for postal rates as of Jan 4, 2010 or <http://pe.usps.com/text/dmm300/Notice123.htm> for current rates.

F. ATTACHMENT E, QUESTIONNAIRE, page 50 of 51, Question 15 is struck in its entirety.

~~15. — If you are the awarded contractor, will you need the ASRS to provide envelopes with the flap on the top or on the bottom of the 6x9.5 window envelope?~~

G. ATTACHMENT E, QUESTIONNAIRE, page 50 of 51, added question 19:

19. List the names of the forms and their purpose below, for any and all forms contractor requires to be signed by ASRS, prior to performing the work as specified in this solicitation. Attach samples of these forms to proposal.

H. EMAIL

Disregard clarification email "Clarification on Member Statement Printing & Mailing RFP" sent May 12, 6:29 P.M, by ASRSProcurement@azasrs.gov Modifications made to solicitation by amendment 2 prevail.

I. Proposal due date amended to May 20, 2010, 3:00 P.M., MST due to:

Procurement Office
3300 N. Central Ave, Suite 1300
Phoenix, AZ 85012

All other terms and conditions remain the same.

Vendor hereby acknowledges receipt of above amendment.

Signature

Date

Printed Name and Title

Name of Company

The above referenced Solicitation Amendment is hereby executed this 13th day of May, 2010, at Phoenix, Arizona.

Shirley Boone for Bob Wittsell

ROBERT G. WITTSSELL, CPPO
PROCUREMENT MANAGER
asrsprocurement@azasrs.gov